Multifamily Tenant Characteristics System (MTCS)

Program Type Report Guide
September 1999

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1.   Summary

The *Program Type Report* shows the total number of assisted units, total number of occupied units, and total number of families for each HUD program type for the selected level of detail. This provides a comparison of available or occupied units to reported units for each program type in a single report.

This guide helps users to:

- Access the *Program Type* Report

- Understand MTCS report data fields

- Interpret and use the data contained in the report

* This guide is for the *Program Type Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Program Type Report

From the *MTCS Main Menu,*
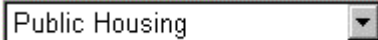
- Use your mouse to click on the words *MTCS Reports*

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu,* you must select one of the programs listed below to view this report.

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificates
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation
7. All Offices of PIH Programs
8. Public & Indian Housing
9. Indian Housing
10. Section 8 Certificates & Vouchers
11. Office of Housing

- Use your mouse to select a 'program' from the drop-down box

Program Selection

| Public Housing | ▼ |

* This report is the same irrespective of the program you select

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select the 'level of information'

  1. National
  2. State
  3. Field Office
  4. Metropolitan Area
  5. County
  6. City or Locality
  7. Housing Agency
  8. Project
  9. Congressional District

  ⊙ National

* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Program Type Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Program Type* Report

  Program Type

3.   Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Program Type* Report is divided into fourteen sections of information.

1.   Public Housing
2.   Indian Low-Rent
3.   Indian Mutual Help
4.   Certificates
5.   Vouchers
6.   Mod Rehab
7.   Section 8 New Construction (HFDA)
8.   Section 8 New Construction (Non - HFDA)
9.   Section 8 Substantial Mod Rehab (HFDA)
10.   Section 8 Substantial Mod Rehab (Non - HFDA)
11.   236, 221 BMIR - Below Market Interest Rate
12.   202 & 811
13.   Loan Management/Rent Sup. & RAP
14.   Property Disposition & Others

Data Field	Data Field Definition
PUBLIC HOUSING	
Total Number of Occupied Units	Total number of occupied units for the PIH program from the Integrated Business System (IBS)
Total Number of Families Reported	Total number of families reported
INDIAN LOW - RENT	
Total Number of Occupied Units	Total number of occupied units for the Indian Housing and Section 10 programs from IBS
Total Number of Households Reported	Total number of families reported
INDIAN MUTUAL HELP	
Total Number of Occupied Units	Total number of occupied units in the Indian Mutual Help and Section 15 programs from IBS
Total Number of Households Reported	Total number of families reported
CERTIFICATES	
Total Number Assisted Units	Total number of assisted units for the Section 8 Certificates or Moderate Rehabilitation Converted to Certificates programs from HUD's Central Accounting Program System (HUDCAPS) Includes: Moderate Rehabilitation Converted to Certificates
Total Number of Families Reported	Total number of families reported Includes: Moderate Rehabilitation Converted to Certificates

Data Field	Data Field Definition
VOUCHERS	
Total Number of Assisted Units	Total number of assisted units for the Voucher program from HUDCAPS
Total Number of Families Reported	Total number of families reported
MOD REHAB	
Total Number of Assisted Units	Total number of assisted units for the Section 8 Moderate Rehabilitation program from HUDCAPS
Total Number of Families Reported	Total number of families reported
SECTION 8 NEW CONSTRUCTION (HFDA)	
Total Number of Assisted Units	Total number of assisted units for the Section 8 New Construction, HFDA program from Tenant Rental Assistance Certification System (TRACS)
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 8 NEW CONSTRUCTION (Non - HFDA)	
Total Number of Assisted Units	Total number of assisted units for the Section 8 New Construction, non-HFDA program from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 8 SUBSTANTIAL MOD REHAB (HFDA)	
Total Number of Assisted Units	Total number of assisted units for the Section 8 Substantial Moderate Rehabilitation, HFDA program from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 8 SUBSTANTIAL MOD REHAB (Non - HFDA)	
Total Number of Assisted Units	Total number of assisted units for the Section 8 Substantial Rehabilitation, non-HFDA program from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 236	
Total Number of Assisted Units	Total number of assisted units for the 236 program from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 221 BMIR – BELOW MARKET INTEREST RATE	
Total Number of Assisted Units	Total number of assisted units for the 221 BMIR program from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
SECTION 202 & 811	
Total Number of Assisted Units	Total number of assisted units for the 202 and 811 programs from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
LOAN MANAGEMENT/RENT SUP. & RAP	
Total Number of Assisted Units	Total number of selected assisted units for the Loan Management, Rent Sup, and RAP programs from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported
PROPERTY DISPOSITION & OTHERS	
Total Number of Assisted Units	Total number of assisted units for the Property Disposition and Other programs from TRACS
Total Number of Families Reported	Total number of Form HUD-50059s reported

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **Total Number of Occupied and Assisted Units** displays the total number of occupied (for Public Housing) or assisted units (for Section 8 families). MTCS obtains occupied unit count information from other HUD data sources. IBS captures unit count information for Public Housing and HUDCAPS collects unit count information for tenant-based Section 8 programs.

4.2.   PHA Uses for the Report

- **Plan and administer programs**

The Program Type Report offers PHAs a single resource to view comparative data on available units, reported units, and occupied units per program type. It is an excellent source of data for consolidated plans or the PHA's Annual and Five-Year Plans.

A PHA can generate the report and compare unit count information for its programs against those at the state or national level. For example, a PHA may want to know the number of occupied units in the state compared to the number of occupied units in its PHA. The report extract below provides data to show, with some quick calculations, how large, in percentage terms, the PHA's programs are compared to the rest of the state.

MTCS will also display data on Office of Housing programs on this report.

MTCS – Program Type Report		
Program: PIH Programs		
Public Housing	**State**	**HA001**
Total Number of Occupied Units	35,484	9,656
Total Number of Households Reported	31,270	8,197
Indian Low Rent	**State**	**HA001**
Total Number of Occupied Units	0	0
Total Number of Households Reported	0	0
Indian Mutual Help	**State**	**HA001**
Total Number of Occupied Units	0	0
Total Number of Households Reported	0	0
Certificates	**State**	**HA001**
Total Number of Assisted Units	42,364	2,947
Total Number of Households Reported	36,804	1,557
Vouchers	**State**	**HA001**
Total Number of Assisted Units	13,375	1,855
Total Number of Households Reported	15,123	3,216
Mod Rehab	**State**	**HA001**
Total Number of Assisted Units	7,211	3,798
Total Number of Households Reported	4,248	1,663

Another way to examine the data is to compare reporting rates by program. For this PHA, its Public Housing reporting rate (85 percent) is far better than its 52 percent reporting rate for its Section 8 Certificate program. PHA management may wish to investigate further the reasons for such a range of reporting rates.

MTCS will also display data on Office of Housing programs on this report.

4.3. HUD Uses for the Report

- **Support public information**

HUD staff can use this report to obtain unit count information on HUD-assisted programs quickly. The report also contains information on Office of Housing programs to provide a more comprehensive picture of HUD-program activity at PHA, Field Office, Statem, and National levels of information. Field Offices and TARCs can also access this report to compare unit count information and total household numbers for multiple PHAs in their jurisdiction. This data may be useful to compare the relative sizes of PHA programs in a similar location or circumstance.